**COUCHICHING FIRST NATION**
**EMPLOYMENT OPPORTUNITY**

# Economic Development Officer

*6-Month Contract (with possible extension)*

**Couchiching First Nation**

Couchiching First Nation is seeking an Economic Development Officer to join our Administration team for a 6-month contract, with the possibility of extension. Reporting to the Executive Director, this role supports community economic growth and sustainability through economic development planning, research, program coordination, and project implementation. The Economic Development Officer plays a key role in identifying and evaluating economic opportunities, supporting employment and entrepreneurship, managing project budgets and funding requirements, and building relationships with government, industry, and community partners.

The successful candidate will bring an understanding of economic and community development, with the ability to research and analyze information, coordinate projects and programs, and support effective planning and decision-making. Strong communication, financial management, and reporting skills are important to this role, along with the ability to work collaboratively with leadership, community members, and external partners. This is an excellent opportunity for someone who wants to contribute to initiatives that strengthen employment opportunities, local businesses, and the long-term economic sustainability of Couchiching First Nation.

Applicants must meet the following criteria:

- Post-secondary education in Business Management, Public Administration, Human Resources Management, or a related field.
- Minimum 2 years of experience in business or economic development.
- Experience in project and program planning, budgeting, monitoring, and reporting within a First Nation, public enterprise, or private company.
- Experience supporting employment initiatives, entrepreneurship, and community economic development projects.
- Previous experience working with Indigenous communities and/or organizations is preferred.
- Strong ability to prepare comprehensive narrative and statistical reports.
- Strong communication, coordination, and problem-solving skills.
- Proficiency in word processing, spreadsheets, and general computer applications.
- Knowledge of Couchiching First Nation's culture, traditions, and administrative operations.
- Ability to provide a satisfactory Criminal Record Check.
- Valid Class G Ontario Driver's Licence and willingness to submit a current driver's abstract.
- Ability to speak Ojibway is preferred.

**Deadline:** November 12, 2026, by 4:00PM CST.

## How to Apply:

Applicants should include their resume, cover letter and 3 references. References must include three employment related references and written permission to contact those references. You can submit your application to Couchiching First Nation Human Resources by email, mail, or in person.

**By Email:** recruitment@couchiching.ca

**Postal mail, or in person at:**

Human Resources: Couchiching First Nation
RMB 2027, RR2, Fort Frances, Ontario P9A 3M3

*All suitable, qualified Couchiching Band members shall be given first preference.*
*While we appreciate all who apply, only those selected for an interview will be contacted.*
*All late applications will be returned unopened.*
*All incomplete applications will be returned to the applicant.*
*CFN welcomes applicants from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.*